

City of Moultrie

Manufactured Home Plan Submittal and Building Permit Application

Manufactured homes must conform to the character of the surrounding neighborhood as determined and approved by the Director of Planning and Community Development (Planning Director) or his or her designee

The Planning Director must compare the proposed manufactured home to the compliant site built and other housing located, constructed, or permitted in a two-block area of the site where the manufactured home is proposed to be located. Approval shall be granted upon the finding that the manufactured home is substantially similar in:

- | | | |
|--|---|--|
| — size,
— height,
— scale,
— provision of garage and carport, including location, and
— foundation to existing development or proposed development in the same area. | — siding material,
— roof material,
— roof style, | — front and side window openings,
— porch area and style, |
|--|---|--|

- a. All towing devices, wheels, axles, and hitches must be removed at the time of installation.
- b. There must be a covered landing at each exterior door. The landing must be a minimum of thirty-six inches.
- c. Wood, brick, or masonry must enclose any open area between the floor of the manufactured home and the ground upon which the foundation rests.
- d. The home must front a public street.
- e. The home shall not exceed a body length width ratio of 3:1.

Before permanent power can be approved, the following items must be completed: permanent foundation; minimum 36"x36" covered landing at all exit doors; removal of tongue, axles, transporting lights, and towing apparatus.

Inspections

The installer **must** notify our office for the Certificate of Occupancy inspection **before** the building is occupied

Give **24 hours prior notification when requesting inspections.**

Post a field copy of the permit on site in a conspicuous place prior to commencing work.

Comply with all applicable local, state and federal laws, codes, rules, regulations, etc.

Request applicable required inspections:

Rough: Home is installed per installation instructions, provided with this permit

Installation of plumbing, electrical, and mechanical.

Marriage line must be sealed and moisture barrier installed.

Skirting should not be installed until rough inspection has passed.

Final: Home installation is complete with decks, porches, steps, skirting and permanent enclosures.

All inspections can be scheduled with the Planning and Community Development Department at 229-668-7223.

Manufactured Home Plan Submittal and Building Permit Application

Please type or print application

Date: _____

Address of Project: _____
(Complete address with street number required to process application)

Owner: _____

Contact Person: _____

Phone: _____

Installer: _____

Installer License Number: _____

Installation Permit Number: _____
(Issued by Office of Insurance and Safety Fire Commissioner)

Manufactured Home Information

Manufacturer:	Model Name:	Year Model
This home will be installed:	<input type="checkbox"/> On Private Property <input type="checkbox"/> In A Manufactured Home Community	
<input type="checkbox"/> Owner Occupied <input type="checkbox"/> Rental Property	Flood Zone: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date of Manufacture as Recorded on the Home's Data Plate: _____		
<input type="checkbox"/> New <input type="checkbox"/> Used Length (without hitch) _____ Width _____		
Foundation Type: (Example: Pier & Ground Anchor, Jack Stand on Concrete Pad, etc.) _____		
Attach a copy of the Installation Instruction		

Electrical Contractor: _____ Mechanical Contractor: _____

Plumbing Contractor: _____ Gas Contractor: _____

NOTE: New construction or additions: Building permits require a ticket number from the Utilities Protection Center of Georgia (UPCG). The "Call Before You Dig" phone number is 811.

Example (00000-000-000) **Ticket number:** _____

Office Use Only

Plan Review Fee, each submittal (.1%) of Total Valuation \$ _____

Date Received _____ Project Number _____

Receipt # for Payment _____ (Make a copy of the check at the bottom or on the back of this application)

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To include but not limited to:

NEW CONSTRUCTION / ADDITIONS / EXTENSIVE RENOVATIONS

Project Address: _____

Applicant Signature: _____

Check off everything that is included in your set of plans:

1. ____ **Two sets of drawings**
2. ____ Contact phone numbers
3. ____ Site address
4. ____ Site plan including existing and new structures, all set-backs measurements from property lines, and lot corners. **Proposed location must be staked.**
5. ____ Foundation
6. ____ Elevations (**Include photographs of the proposed home and specifications for covered landings at front and rear exit doors**)
7. ____ Electrical (Phase, Voltage, Amps, Underground, Overhead, Location of panel Box, etc.)
8. ____ Plumbing (Water inlet and sewer drop out locations)

Note: The plans will not be accepted if all of the above are not checked. If something is falsely checked, then we will request that you return to our office and retrieve your plans and make the necessary changes and/or additions to your set of plans.

NO FREEHAND DRAWINGS WILL BE ACCEPTED.

**CITY OF MOULTRIE
UTILITY SERVICES REQUEST**

This page is required to be complete with your plan submittal

Date _____

Customer: _____

Project Address: _____

Contact Name: _____

Phone: _____

Supply an answer for each section of this form.

If this form is not complete, your plans will be rejected.

ELECTRIC	___ Yes	___ No
New/Existing	___ Overhead	___ Underground
	___ Phase	
	___ Voltage	
	___ Amperage/Kva	
Comments: _____		

GAS	___ Yes	___ No
New/Existing	___ Size	
Comments: _____		

WATER	___ Yes	___ No
New/Existing	___ Size	
Comments: _____		

SEWER	___ Yes	___ No
New/Existing		
Comments: _____		

Requested By: _____

City of Moultrie—Planning and Community Development

200 First Street Northeast—Moultrie, Georgia 31768

Phone (229) 668-7223—Fax (229) 668-7650

Example Site Plan for Manufactured Homes

These **example plans are only a guide** to the plans you will need in order to obtain a permit. The sizes and materials here may or may not be adequate for your specific application.

NOTE: Sidewalks, utility poles, alleys, fences, etc., are not reliable means of determining the location of property lines. Please reference your property deed, plat map, or survey of the property.

Site Plan Requirements

- Manufactured Home Installation Instructions
- 2 Sets of plans
- North arrow
- Entire lot area and dimensions
- Driveways and Street Names
- Dimensions of existing & proposed structures or additions
- Setback measurements-including distances to property lines and between buildings
- Type of underpinning
- Type of foundation system
- Photographs of the proposed home: Front, rear, and each end
- Construction drawings for porches
- Stake proposed structures on site
- Sewer line
- Water lines
- Utility locations and easements

